

U.S. GOVERNMENT PRINTING OFFICE
11836 Canon Blvd., Newport News, Va. 23606

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
Envelopes

as requisitioned from the U.S. Government Printing Office (GPO) by the

Defense Printing Service
Fort Eustis, VA

Single Award

The term of this contract is for the period
beginning May 1, 2001 and ending April 30, 2002

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Eastern Standard time, on April 24, 2001.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 80 km (50 mile) radius of Newport News, VA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

TO SUBMIT A BID, THE CONTRACTOR MUST COMPLETE AND RETURN THE FOLLOWING: GPO BID FORM 910, SCHEDULE OF PRICES. ALL FORMS AND BID ENVELOPE INSTRUCTIONS ARE INCLUDED IN THIS SOLICITATION.

Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent(s). At a future date, metric measurements will be used exclusively in all specification..

REFER ANY QUESTIONS CONCERNING THESE SPECIFICATIONS TO SANDRA CLINTON AT (757) 873-2806. AFTER AWARD, CALL YOUR CONTRACT ADMINISTRATOR AT (757) 873-2800.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 9-88)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).

The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

QUALITY ASSURANCE LEVELS AND STANDARDS: *The following levels and standards shall apply to these specifications:*

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.*
- (b) Finishing (item related) Attributes -- Level III.*

Inspection Levels (from MIL-ATD-105):

- (a) Non-destructive Tests - General Inspection Level I.*
- (b) Destructive Tests - Special Inspection Level S-2.*

Specified Standards: *The specified standards for the attributes requiring them shall be:*

<u><i>Attribute</i></u>	<u><i>Specified Standard</i></u>
<i>P-7. Type Quality and Uniformity</i> <i>Camera copy, Manuscript Copy or</i> <i>Negative.</i>	<i>Average type dimension</i>

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from May 1, 2001 through April 30, 2002. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either

deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of envelopes requiring such operations as typesetting, printing, packing and distribution.

TITLE: Envelopes

FREQUENCY OF ORDERS: Approximately 125 orders per year.

QUANTITY: Approximately 500 to 25,000 copies per order. No. 9 & 10 envelopes average 5,000. Kraft envelopes - average 2,000 per order.

SIZES: No. 9 98 x 225 mm (3-7/8 x 8-7/8")

No. 10 105 x 241 (4-1/8 x 9-1/2")

Kraft - 229 to 241 mm x 305 to 318 mm (9 to 9-1/2 x 12 to 12-1/2") - Contractor's option.

Kraft - 254 x 381 mm (10 x 15")

GOVERNMENT TO FURNISH: Camera copy 20%, manuscript copy (approximately 70%), and negatives (approximately 10%).

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

COMPOSITION: Composition must be photocomposition.

Photocomposition includes all typesetting produced by photographically creating the characters on sensitized film or paper.

Typefaces and Sizes: The contractor is required to furnish the following:

6 through 72 point Helvetica.

Approximately 10 typelines, 1 horizontal rule and "FIM" marks to be set when required.

No alternate typefaces will be allowed; however, manufacturers' generic equivalents will be accepted for the above typefaces. Each bidder shall list in the bid the name of the generic equivalent typeface(s) and composing machine to be used.

The GPO reserves the right to require samples and to judge the suitability of any generic equivalent typeface offered in order to make an award which is deemed to be in the best interest of the Government.

FILMS: The contractor must make all films required.

Films may be opaqued on either the emulsion or non-emulsion side.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

The films delivered to the department must be of suitable stable base material. The internal spacing and line weights of the image must be exactly the same as the finished product, without any built-in adjustments peculiar to the contractor's method of production.

PROOFS: None required. The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

STOCK/PAPER:

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 10" dated July 1994.

Color of envelopes furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on envelopes the color of which, in his opinion, materially differs from that of the color sample(s).

The stock to be used will be indicated on each print order.

No. 9 and No. 10, White Wove, grammage 90 g/m² (basis weight: 24 lbs. per 500 sheets, 17 x 22").

Kraft Envelopes: Kraft (light brown shade), grammage 90 or 120 g/m² (basis weight: 28 to 32 lbs. per 500 sheets 17 x 22").

Envelopes to be open side with diagonal or side seams.

No. 9 and No. 10 envelopes may be ordered with or without windows. Kraft envelopes will not be ordered with windows.

PRINTING: Print in black or a color other than black. Products generally print face only. However, an occasional order may print face and back.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Margins will be as indicated on the print order or furnished copy.

PACKING: Box in suitable units. Pack in shipping containers.

Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

LABELING AND MARKING (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to all destinations. 80 percent of the orders within Region 3 (II) (southern Virginia and North Carolina), and 20 percent of the orders will deliver outside Region 3.

Deliveries will be accepted between the hours of 8:00 a.m. and 3:00 p.m. (local time) Monday through Friday, excluding Government holidays.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material will be available for pickup from: Defense Automated Printing Service, Bldg. 655, Fort Eustis, VA 23604; U.S. Dept. of Commerce/NOAA/EASC, 200 World Trade Center, Norfolk, VA 23510, or U.S. Government Printing Office, 11836 Canon Blvd., Suite 400, Newport News, VA 23606.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production and delivery of No. 9 and No. 10 envelopes must be made within 5 to 15 workdays as indicated on the print order. The majority of orders will be for 10 workdays.

Kraft envelopes will be required in 15 workdays.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destinations specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's requirement under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(1)	(2)	II.	1.	250
	(a)	100		2.	250
	(b)	20		3.	40
	(c)	5		4.	10

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1000 will be prorated at the per 1000 rate.

- I. PRINTING AND DISTRIBUTION (including typesetting): Prices offered must include all costs necessary for all materials, including negatives when required, and services (except for paper) for typesetting, printing, packing and delivery of the products ordered in accordance with the specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1000 Copies</u> (2)
(a) Envelopes (No. 9 and 10) printing per side.....	\$_____	\$_____
(b) Envelopes 229 mm to 241 x 305 mm (9 to 9-1/2 x 12 to 12-1/2") printing per side.....	\$_____	\$_____
(c) Envelopes 254 x 381 mm (10 x 15") printing per side.....	\$_____	\$_____

The contractor is cautioned that he/she shall not perform any operation or produce any product for which he/she has not offered a price under the "Schedule of Prices".

II. ENVELOPE STOCK: Payment for all envelopes supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the number of finished copies of each product ordered. The cost of any envelopes required for makeready or running spoilage must be included in the prices offered.

Per 1000

- No. 9 & 10 (Plain)
White Wove.....\$_____
- No. 9 & 10 (Window)
White Wove.....\$_____
- Brown Kraft (9 to 9-1/2 x 12 to 12-1/2").....\$_____
- Brown Kraft (10 x 15).....\$_____

Initials

TYPEFACES: If alternate typefaces are proposed, the bidder must list on the line of the same number as the preferred typeface, the name of the alternate typeface and composing machine to be used.

Preferred Typefaces: 6 to 72 point Helvetica.

<u>Generic Typeface</u>	<u>Name of Composing Machine</u>
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1. _____	_____
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My production facilities are located within the assumed area of
production.....yes _____no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____

a. Number of hours from acceptance of print order to pickup of
Government Furnished Material..... _____

b. Number of hours from pickup of Government Furnished Material
to delivery at contractor's plant..... _____

2. Proposed carrier(s) for delivery of completed product _____

a. Number of hours from notification to carrier to pickup of completed
product..... _____

b. Number of hours from pickup of completed product to delivery at
destination..... _____

BIDDER'S NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

Program 3375-S

Sample Bid Envelope

In order to ensure proper processing of all bids, the following information is required on all bid envelopes.

Program 3375-S

From: _____

Address: _____

Apply
Postage
Here

Check Appropriate:

☐ Bid Enclosed

☐ No Bid

U.S. GOVERNMENT PRINTING OFFICE
Hampton Regional Printing Procurement Office
11836 Canon Blvd., Suite 400
Newport News, VA 23606-2591

Bids will be received
Until April 24, 2001